

**MAPALIM ASSESSOR**

**INFORMATION PACK**

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## Application Process



### Application Form

Please fill in the application form as soon as possible. We will not be able to call you in to interview until we receive a fully completed application.

Once you have completed the application form please return it to [assess@mapalim.com](mailto:assess@mapalim.com)

If you have any problems with filling in the form please call Mapalim on 02072843215.

### Interview Dates

All interviewees are required to attend a 3 hour interview workshop at Mapalim in our offices at 181-187 Queens Crescent, London, NW5 4DS.

### Assessor training

If you have successfully passed the interview stage each trainee assessor will undergo a 2 day training session at Mapalim in our offices at 181-187 Queens Crescent, London, NW5 4DS.

This is essential in order to induct you into the role. **If you are unable to commit to the 2 day training please do not apply for the role.** Attendance on both of the dates is mandatory.

## Introduction to the role of an Assessor



At Mapalim we deliver a variety of training and qualification programmes, many of these are NVQs based,

Assessors work with learners directly in their workplace in order to maximise learning opportunities in relation to their everyday tasks. This will usually be on a 1:1 basis. Assessment is incorporated into the learning programme. It is usual that trainer/assessors will visit learner 3 – 5 times in the work place in order to complete the NVQ.

At Mapalim we use innovative and creative assessment and recording systems that are 'paper-light'. Trainer/assessors at Mapalim love the way that we deliver our NVQs and find it a refreshing change from other places that they have worked.

Assessors receive a high level of support from the internal verifier/s and the project manager and in return we demand the very highest quality of delivery from our staff.

Assessors work with learners on specific qualifications in which they are qualified or very experienced themselves. The areas that we work in are as follows:

Advice and Guidance 2
Advice and Guidance 3
Advice and Guidance 4
Business Admin 2
Business Admin 3
Business Admin 4
CCLD 2
CCLD 3
CCLD 4
Cultural Heritage 2
Cultural Heritage 3
Customer service 2
Customer Service 3
Customer Service 4
Health & Social Care 2
Health & Social Care 3
Health and Social Care 4
LDSS 3
LDSS 4
Learning & Development 3
Learning & Development 4
Management 3

Management 4
Managers in residential care 4
Playwork 2
Playwork 3
Teaching Assistant 2
Teaching Assistant 3
Team Leadership 2
Youth work 2
Youth Work 3

## Remuneration



Level	Not yet qualified assessors	Qualified assessors
NVQ 2	£210 p/candidate	£250 p/candidate
NVQ 3	£290 p/candidate	£310 p/candidate
NVQ 4	£330 p/candidate	£350 p/candidate

N.B. A qualified assessor is an assessor who possesses a D32 and D33 qualification or holds an A1 qualification.

## Key Functions of an Assessor



- 1) Coordinate, plan and attend assessment meetings
- 2) Plan assessments effectively
- 3) Assess candidates
- 4) Make decisions and provide feedback to Candidates
- 5) Maintain regular contact with Mapalim

## Roles and Responsibilities



1. Coordinate, plan and attend regular assessment meetings
  - liaise with candidates to organise regular assessment, planning and feedback meetings
  - confirm meeting arrangements and keep to them
  - feedback to the Mapalim co-ordinator on all candidate-assessor meetings, using the agreed protocols (AAR's)
  
2. Plan assessments effectively
  - identify opportunities which are relevant to the elements being assessed
  - make best use of naturally occurring evidence and related questioning
  - select opportunities which minimise disruption to the candidates' normal work activity
  - select opportunities which provide access to fair and reliable assessment
  - seek accurate information and advice from the Internal Verifier when necessary
  - discuss and agree the proposed action plan with the candidate
  - ensure that the assessment plan specifies the target elements of competence, the types of evidence to be collected, the assessment methods, the timing of assessments and the arrangements for reviewing progress against the plan

- review and update plans at agreed times to reflect the candidate's progress within the qualification
- advise and encourage the candidate to collect evidence in a way which is efficient and meets their individual needs

### 3. Assess candidates

- observe candidates while working and collect relevant performance evidence
- ensure the evidence is valid and can be attributed to the candidate
- judge the evidence by using only the criteria specified for the element of competence
- judge the evidence against all relevant performance criteria accurately, fairly and reliably
- refer any difficulties in judging and authenticating the evidence to the Internal Verifier
- assess knowledge evidence

### 4. Make decisions and provide feedback to Candidates

- provide assessment decisions to candidates within 10 working days after the assessment has taken place
- give the candidate a clear explanation and appropriate advice on what to do next, when the evidence is not to the national standard
- provide feedback after the assessment decision which is clear and constructive,
- base assessment decisions on all the relevant evidence available
- ensure the candidate understands what they have achieved and what they have left to achieve
- record evidence and assessment decisions to meet Mapalim requirements
- complete records legibly and accurately, store them securely

### 5. Maintain regular contact and communication with Mapalim

- undertake regular telephone and email contact with the assessment team leader and the Internal Verifier
- attend meetings as required at Mapalim (up to one per quarter)
- respond to email requests or queries from Mapalim central office within a two day working period

- will attend a contract appraisal meeting with Mapalim contract manager at intervals determined by Mapalim policies

## Job Specification



- Qualifications
- Experience
- Knowledge
- Skills
- Competencies

### Qualifications

<b>1</b>	At least 4 GCSE grade C or above, including English	<b>Essential</b>
<b>2</b>	A relevant occupational qualification to NVQ level 3 or equivalent work experience	<b>Essential</b>
<b>3</b>	Degree in the associated subject	<b>Desirable</b>
<b>4</b>	A1 (or a willingness to achieve within 1 year)	<b>Essential</b>
<b>5</b>	Evidence of Continued Professional/ Career Development	<b>Essential</b>
<b>6</b>	Adult training qualification	<b>Desirable</b>

### Experience

<b>1</b>	Minimum of 3 years experience in the required occupational area	<b>Essential</b>
<b>2</b>	Experience of assessment in relevant occupational area	<b>Desirable</b>
<b>3</b>	To meet the requirements set out in the Assessment Strategy for any NVQ where assessment is carried out	<b>Essential</b>

## Knowledge

<b>1</b>	An understanding of equality and a personal commitment to promoting equality of opportunity and combating discrimination	<b>Essential</b>
<b>2</b>	Up to date knowledge of current initiatives relating to this subject	<b>Essential</b>
<b>3</b>	Able to demonstrate practical skills effectively	<b>Essential</b>
<b>4</b>	Able to liaise effectively with internal & external agencies/clients	<b>Essential</b>
<b>5</b>	Good communication, organisational and administrative skills	<b>Essential</b>

## Skills and Competencies

<b>1</b>	Have excellent organisation skills	<b>Essential</b>
<b>2</b>	Ability to establish good working relations with colleagues and students	<b>Essential</b>
<b>3</b>	Commitment to the provision of the continuous implementation of quality improvements	<b>Essential</b>
<b>4</b>	Have the ability to manage their own time effectively	<b>Essential</b>
<b>5</b>	Have excellent interpersonal skills	<b>Essential</b>
<b>6</b>	Have excellent teamwork skills	<b>Essential</b>
<b>7</b>	Be a fast learner and not afraid of challenges	<b>Essential</b>
<b>8</b>	Have a innovative and creative way of approaching situations	<b>Essential</b>